

13 FAM 240 REPORTS

(CT:TPD-06; 09-22-2010)
(Office of Origin: FSI)

13 FAM 241 FORM DS-651, REPORT OF TRAINING IN LANGUAGE SKILLS AND ACHIEVEMENTS

(CT:TPD-06; 09-22-2010)
(Uniform State/Commerce/USAID)
(Applies to Foreign Service Employees Only)

Normally, a Form DS-651, Report of Training in Language Skills and Achievements, should be prepared upon completion of long-term, full-time training for significant periods.

13 FAM 242 LANGUAGE PROFICIENCY REPORT

(CT:TPD-06; 09-22-2010)
(Uniform State/Commerce/USAID)
(Applies to Foreign Service Employees Only)

- a. Scores for language proficiency tests conducted by the Foreign Service Institute's Continuing Training and Testing division in its School of Language Studies (FSI/SLS/CTT) are recorded in FSI's Student Training Management System (STMS) via an electronic process. This data is regularly recorded in the Global Employee Management System (GEMS) through an interface with STMS, and is generally available 24 to 48 hours after a language test has been taken and results finalized. HR then records this information in an employee's performance records.
- b. Official language proficiency tests may be administered in the field only with the authorization of FSI/Washington, except as specified in 13 FAH-1 H-232.

13 FAM 243 THROUGH 249 UNASSIGNED